

Remote learning policy

Clifford Holroyde Specialist SEN College



Clifford Holroyde
Specialist SEN College

Approved by:

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(Headteacher)

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Contents

1. Aims	2
2. Roles and responsibilities	2
3. Who to contact	5
4. Data protection	5
5. Safeguarding	6
6. Monitoring arrangements	6
7. Links with other policies	6
Appendix 1 – Remote Learning Agreement	
Appendix 2 - Videoconference Lessons	

12. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

2. Roles and responsibilities

- School Leaders
- Subject Leaders
- SENCO
- Safeguarding Lead

School staff across school understand it is their responsibility to:

- Supporting catch-up after pupils return to school – to close the attainment gap.
- Targeted support – to achieve a targeted catch up approach.
- Professional development – improving the quality of teaching.
- Pupil absence – missing school due to absence is typically associated with a substantially greater negative effect.

2.1 Teachers

When providing remote learning, teachers must be available between normal school hours. 08:30am to 3:00pm, term time.

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

Responsibilities include:

- Setting work – :
 - Subject Leaders will provide work for classes
 - The amount of work provided will meet the individual learning needs of each pupil and will not be excessive or beyond the capability of pupils.
 - A timetable will be provided for set work.
 - Work will be uploaded/shared via individual pupils Office365 account using Microsoft TEAMS. Full guidance and support in assisting pupils will be provided.

- Pupils and staff are able to collaborate in Class groups using Teams

➤ Feedback on work:

- Staff will share prompt feedback to pupils on completed work.
- Staff will ensure pupils are aware when completed work should be submitted.

➤ Keeping in touch with pupils who aren't in school and their parents:

- A regular dialogue is expected with pupils and regular updates on progress to parents/carers (by emails, phone calls or social media)
- It is not expected or good practice to make phone calls, emails from parents and pupils outside of working hours)
- Any complaints or concerns shared by parents and pupils should be shared with Senior Leaders at school– for any safeguarding concerns, refer teachers to the section below
- Pupils are expected to adhere to school behaviour policy. Failing to complete work will be dealt with appropriately.

➤ Staff Attending virtual meetings with staff, parents and pupils:

- Adhere to school Dress code
- Locations, all staff should use an appropriate living area and under no circumstances a bedroom (e.g. avoid areas with background noise, nothing inappropriate in the background) Lessons will include a teacher and an LSA.

Remote learning provision may be extended to include remote provision – for example, streaming lessons in school to pupils learning remotely).

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 08:30am to 3:00pm, term time. .

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When assisting with remote learning, teaching assistants are responsible for:

➤ Supporting pupils who aren't in school with learning remotely:

- Guidance will be provided by Teaching staff/Line Manager on how they should provide support and which pupils they should support.

➤ Staff Attending virtual meetings with staff, parents and pupils:

- Adhere to school Dress code
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

remote learning provision may be extended to include remote provision – for example, streaming lessons in school to pupils learning remotely).

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Subject Leads should consider whether any aspects of the subject curriculum need to change to accommodate remote learning
- make sure all work set is appropriate and consistent
- Work with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other

- Monitoring the remote work delivered by Teaching Assistants teachers in their subject –through regular meetings with teachers or by reviewing work set
- Senior Leaders should ensure teachers have access to appropriate resources so can teach their subject remotely

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning – through regular meetings with teachers and subject leaders, reviewing work set and reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Monitoring data to obtain information about time pupils are on-line. How long sessions last and what time are pupils online. Are pupils in regular contact with school staff.
- Monitor the progress being made by pupils and which on-line resource is most effective.

2.5 Designated safeguarding lead

The DSL is responsible for:

2.6 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although staff may not be contactable in front of a device the entire time
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they believe pupils are not able to complete work

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it – School will attempt to support parents/carers and share resources to help parents if they're struggling.
- Be respectful when making any complaints or concerns known to staff

2.8 Governing board

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

3. Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with behaviour – talk to the relevant head of phase or year
- Issues with IT – talk to IT staff
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the GDPR/data protection officer
- Concerns about safeguarding – talk to the DSL

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

- Senior Leaders will manage student user profiles for on-line learning systems.
- Staff should ensure all contact with pupil is made using school devices rather than their own personal devices

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as mobile phone numbers, e:mail addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online

School staff and parents should refer to the Privacy notice available on the school website..

4.3 Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

5. Safeguarding

Please refer to the child protection policy available on the school website as well as the COVID addendum to this policy.

Acceptable Use Agreement: All Staff, Volunteers and Governors Covers use of all digital technologies in school and when remote Learning: i.e. email, Internet, intranet, network resources, learning platform, software, communication tools, equipment and systems.

- I will only use the school's digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- I will not reveal my password(s) to anyone.
- I will follow 'good practice' advice in the creation and use of my password. If my password is compromised, I will ensure I change it. I will not use anyone else's password if they reveal it to me and will advise them to change it.
- I will not allow unauthorized individuals to access email / Internet / intranet / network, or other school systems, or any Local Authority (LA) system I have access to.
- I will ensure all documents, data etc., are printed, saved, accessed and deleted / shredded in accordance with the school's network and data security protocols.
- I will not engage in any online activity that may compromise my professional responsibilities. • I will only use the approved email system(s) for any school business. This is currently: Office 365
- I will only use the approved Office 365, with pupils or parents/carers, and only communicate with them on appropriate school business. • I will not browse, download or send material that is considered offensive or of an extremist nature by the school.

6. Monitoring arrangements

This policy will be reviewed regularly as the programme of remote learning is developed and implemented at school by Jane Pepa, Headteacher. At every review, it will be approved by governing board.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy

8. Remote Learning Resources

Clifford Holroyde has developed a range of remote on-line learning applications and resources. Each application has the ability to meet a wide range of needs and school staff assess which application best meets the needs of each student.

- Sam Learning
- BKSB
- Microsoft Office 365, the office 365 suite provides access to: email, Word, Excel, PowerPoint & TEAMS apps.
- Rapid Plus Reading
- Athletics

Appendix 1 – Remote Learning Agreement

1. I will only use ICT systems in school/home, including the internet, e-mail, digital video, mobile technologies, for school purposes.
2. I will only use my school e-mail address for school related things.
3. I will not attempt to bypass any computer or user account restrictions to access confidential or otherwise restricted information on the school network.
4. I will not try to bypass the internet filtering system.
5. I will make sure that all electronic communications with pupils, teachers or others are responsible and sensible.
6. I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
7. I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to my teacher.
8. I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring them into disrepute.
9. I will follow the school approach to online safety and not deliberately record/video upload or add any images, video, sounds or text that could upset or offend any member of the school community
10. I will respect the privacy and ownership of others' work on-line at all times.
11. I understand that all my use of the Internet and other related technologies will be filtered, and can be monitored, logged and made available to teachers, to protect me and others and the integrity of school systems.
12. I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/ carer will be contacted.

Student Name:	
Signed Pupil	
Signed Parent/Carer	
Signed Staff Member:	

Appendix 2

Videoconference Lessons (Secondary pupils)

During video calls with your teachers it is really important that you stick to these rules:

1. An adult is present in the home where during the video call
2. You are in either your dining room, living room or kitchen and not your bedroom.
3. You must be dressed and ready – not in pyjamas.
4. Please remember that the video conference is part of school. You must be respectful to staff and other pupils. School rules still apply!. No swearing.
5. Staying safe online – keeping yourself, your classmates and your teacher safe.
6. Do not record or take pictures of your teacher or classmates during you online sessions.

Joining the video call

- Your teacher will send you an invitation to join a meeting on Teams. Which will come through in an email.
- Open the invitation and click on yes.
- Go onto the calendar, you should be able to see the meeting on the calendar.
- Click on Join.
- You will have the option to join in the app or to join using the browser. If you can download the Teams app it works better.